

# Arizona Quarter Traveling Exhibit

The exhibit has three separate banners

Two people are needed for set-up and breakdown

1 person positioned in the front of the base to hold it

1 person standing behind the base to lift the banner

Ladder or step stool will be necessary for setup – the banner extends to 7 feet

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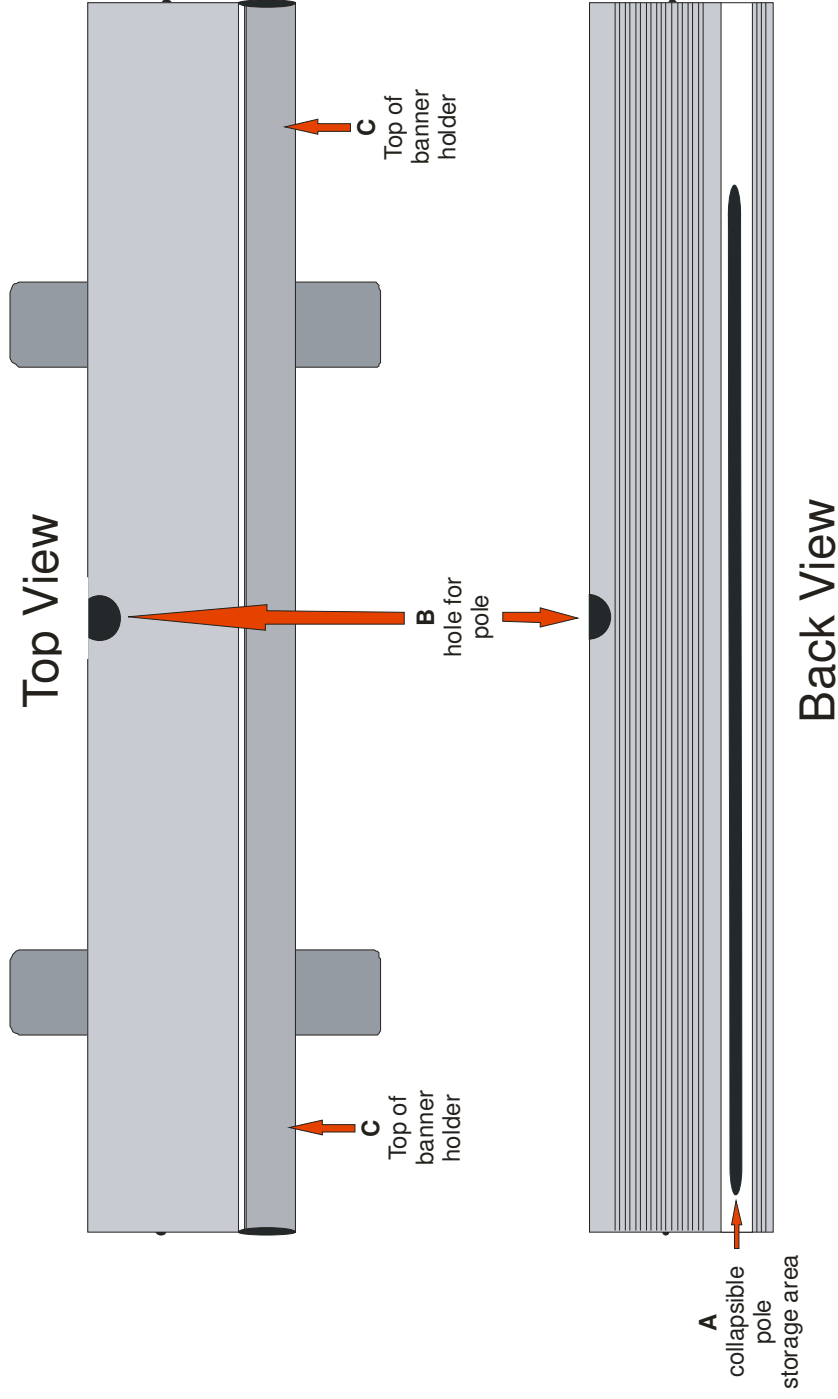
## Banner Set-up Instructions

1. Remove the banners from their black carrying case
2. Carefully remove the collapsible pole from slot in base (A)
3. Rotate the two legs on bottom of unit 90°
4. Connect three sections of collapsible pole to create one large pole  
**Note** – The grooved end cap needs to be positioned at the top and be parallel to the base as it will be used to hold the banner.
5. Fit pole securely into small hole in base (B)  
**Note** – There is a small notch inside the area where the pole was stored, for installation the pole must be worked past the notch to sit securely on the bottom of the unit
6. First person should hold base / legs while the second person stands behind the base and pole to grasp the top of banner holder (C)  
**Note** – Base must be held securely while the banner is being rolled out, otherwise it will lift from the ground
7. Slowly and gently pull banner up with two hands until it is fully extended, you may need to be on the step stool in order to do this
8. Place edge of silver banner holder into the groove located on the top of the pole
9. If banner needs to be moved after set-up, please use 2 people (one to hold the base, the other to hold the pole – do not tip unit, it must be kept upright at all time)

## Banner Break-down Instructions

1. First person gently remove the silver banner holder (C) from the pole while second person securely holds the base to the ground  
**Note** – Do not let go of the banner or you will damage the unit and possibly destroy the banner
2. Allow the unit to slowly roll the banner back into the base  
**Note** – You may have to gently “wiggle” the banner left and right in order for it to enter the base straight and keep it from rubbing the sides of the unit
3. Remove the pole from the base and pull apart to collapse into three parts
4. Fold the legs back under the base
5. Place the collapsed pole into the slot located at the back of the base (A)
6. Place banner into the appropriate black carrying case

# Arizona Quarter Exhibit Installation Instruction Graphic



For installation questions contact the  
Arizona Capitol Museum  
602-926-3620

